Add Multiple Filings per Case through File & Serve

Each pleading should be entered as a separate filing in File & Serve by using Add Another Filing button

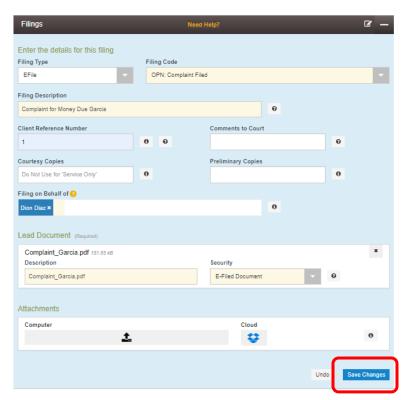
Examples of when to use Add Another Filing

New Case:	1. Complaint – add Complaint & supporting documents as Lead Document
General Civil	2. Summons w/Blank Answer – add as Lead Document
New Case:	1. Complaint – add Complaint & supporting documents as Lead Document
Landlord Tenant	2. Summons w/Blank Answer – add as Lead Document
Forcible Entry	
Mobile Home Park	
Motion for Default	1. Motion for Default Judgment – add Motion & supporting documents as Lead Document
Judgment	2. Certificate to the State of the Record – add Certificate & supporting documents as Lead
	Document
	3. Affidavit of Soldier Sailor or Affirmation of Plaintiff Support of Default Judgement –
	add Affidavit & supporting documents as Lead Document

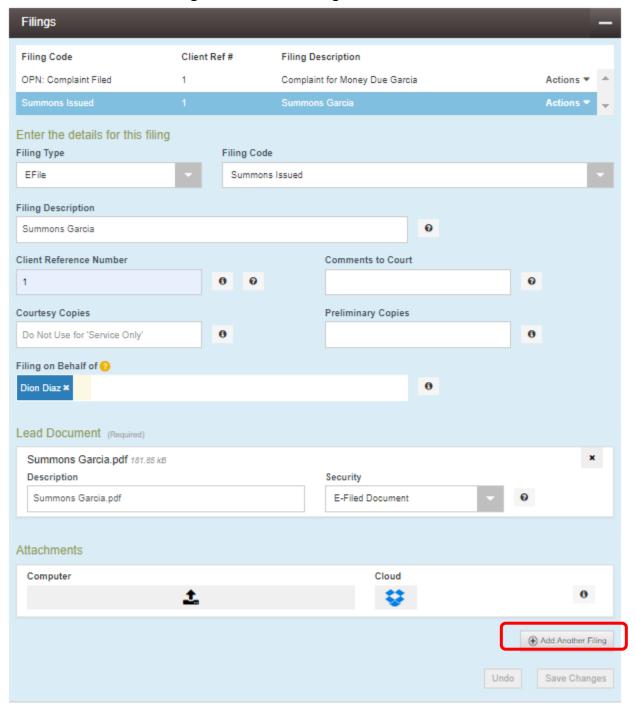
ADD MULTIPLE FILING DURING INITIAL OR SUBSEQUENT FILINGS

Option 1: Add Another Filing when Opening a New Case

1. Add first filing, then click Save Changes

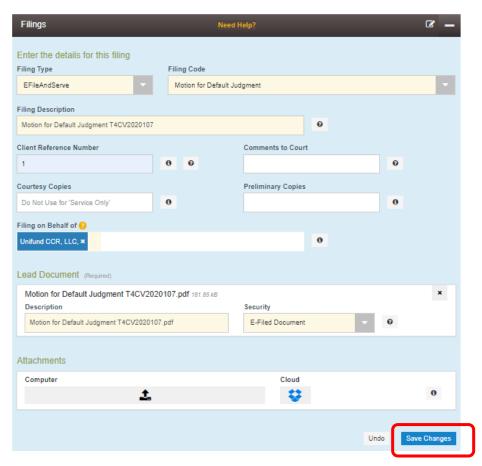


2. Then click Add Another Filing and add second filing

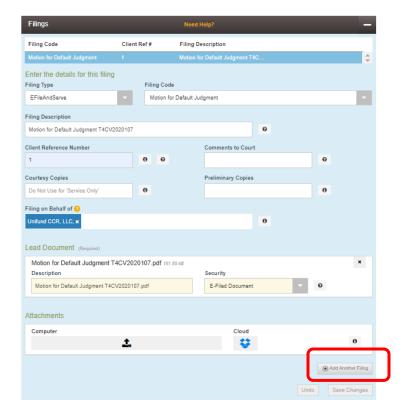


Option 2 – Add Another Filing during Subsequent Filing

1. Add first filing, then click Save Changes



2. Then click Add Another Filing and add second filing



- 3. To add another filing, click **Add Another filing** and add third filing then **Save Changes**.
- 4. Proceed with filing

 Multiple filings can be added up to 35 MB

